

Practical 4: Writing Email

Abhishek pal

FYIT

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1. Set up and email address. If you do not have an email address you will need to sign up with an email provider before proceeding



Set up email



Google



Outlook, Hotmail, and Live



Yahoo











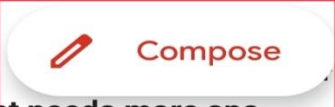
Exchange and Office 365



Other

2. Click on “compose” or “new”. Before you can write an email, you will need to open a new, blank message box to write your email.

PRIMARY

- **Social** 12 new
Goodreads, Twitter, Twitter
- **Promotions** 16 new
Top Picks
Quora Digest, GitHub, Flipkart, CodePen, GitHub,...
- SWEETY GARG (Classroom) 11:56 AM
Marked: "QUIZ2"
Dear 55_FYIT_Abhishek, SWEETY GA... ☆
- Paytm 11:32 AM
Win Up to ₹1 Crore! Make your India...
Play & Win on Paytm First Games. T&... ☆
- sweety 10:26 AM
Score released: DBMSI_QUIZ2
Your score has been released for DB... ☆
- Quora Digest Mar 8
How can an IT fresher with 3.2 LPA a...
Answer: I was in a similar situation a... ☆
- oracle-acct_ww Mar 8
You recently visited your Oracle Acco...
Subscribe | My Account | Help | Feedback ☆
- MEGA
Your MEGA account needs more space
- Compose

- List the recipients email address. You do not need to list your own email address, but you do need to specify the email address of the person or people u intend to send the email to



Compose



From palabhishek078@gmail.com



To



ombudsman@airtel.in



4. Include an informative subject. Every email service will let you type a subject or title for your email in the “subject” box.



Compose



From palabhishek078@gmail.com



To



ombudsman@airtel.in



Complaint regarding poor internet connectivity |

5. Write the body of your email. The body of your email should be written in the large text box

Respected sir

With due respect I am writing this email to inform you that my internet connectivity is very poor and I am not able to attend my lectures from past 4-5 days. I am facing trouble as my exams are near and my most of the work is done via online mode and for that I need a proper internet connection.

I hope you'll look into this matter and do the needful at the earliest to fix the internet connectivity problem as soon as possible.

below the subject line

6. Hit The “send” button. After you finish typing your email review it to verify that there are no spelling or grammar mistakes and that the issue clearly addresses the matter you wanted to bring up



Compose



From palabhishek078@gmail.com



To



ombudsman@airtel.in



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